

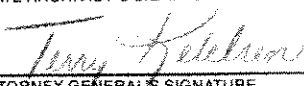

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
88-145

PG. 1 OF 2

LEVEL		DIVISION STATE PERSONNEL BOARD	SECTION	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	MINUTES AND SUPPORTING DOCUMENTATION	PERMANENT <u>1/</u>	M/F SECURITY RETAIN ORIGINALS MICROFILM AT INTERVALS TRANSFER SILVER MICROFILM (CAMERA COPY OR FIRST GENERATION COPY) TO THE CUSTODY OF STATE ARCHIVIST	
2	HEARINGS AND INVESTIGATIONS OR COMPLAINTS AND CHARGES (INACTIVE) A. Have been appealed to courts B. Have not been appealed to courts	PERMANENT <u>1/</u>	M/F PERMANENT MICROFILM AFTER 5 YEARS TRANSFER SILVER MICROFILM (CAMERA COPY OR FIRST GENERATION COPY) TO THE CUSTODY OF STATE ARCHIVIST DESTROY ORIGINALS AFTER RECEIVING OFFICIAL NOTIFICATION THAT MICROFILM IS ACCEPTABLE	
3	COVER SHEETS TO COMMISSION ACTION	PERMANENT		
4	AGENDAS	PERMANENT		
<p><u>1/</u> It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If, for any reason, any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, as amended, Title 24-80-107 before transfer/security deposit to the State Archivist.</p>				



I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

STATE ARCHIVIST'S SIGNATURE 	DATE 2-3-88	RECORDS LIAISON OFFICER'S SIGNATURE 	DATE 2-3-88
ATTORNEY GENERAL'S SIGNATURE	DATE	STATE AUDITOR'S SIGNATURE	DATE 2-3-88

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
88-145

PG. 2 OF 2

DEPARTMENT PERSONNEL		DIVISION STATE PERSONNEL BOARD		SECTION		PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>	
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS				
1	I. B. M. PRINTOUTS (EXTRA SECTION WORK COPY)	DESTROY WHEN NO LONGER NEEDED	NOTE: NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.				
2	BOARD AGENDA TRANSMITTAL LETTERS	DESTROY WHEN NO LONGER NEEDED					
<p>I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.</p>							
STATE ARCHIVIST'S SIGNATURE 		DATE 2 3 1988	RECORDS LIAISON OFFICER'S SIGNATURE 		DATE 2 3 88		
ATTORNEY GENERAL'S SIGNATURE		DATE	STATE AUDITOR'S SIGNATURE		DATE 2 3 88		